

Notice of Election
FY2009 Property Loss Management Insurance Premium Discount Program
Risk Management & Tort Defense Division
Department of Administration

Purpose & General Provisions:

The Risk Management & Tort Defense (RMTD) Division offers a property insurance premium discount of 10% to state and university system organizations that establish and maintain a comprehensive and effective Property Loss Management Program as detailed by this program. The discount shall be applied against the participant's budgeted property insurance premium in FY10.

Requirements & Documentation:

Participants must complete the following to be eligible for a premium discount in FY10:

- 1) Sign and return this "Notice of Election" form to Aric Curtiss, RMTD, by **June 15, 2008**.
- 2) Submit the following written documentation to Aric Curtiss, RMTD, by **June 1, 2009**. Documentation should be organized in a binder to be provided by RMTD. Submitted materials are not returned, therefore, maintain supporting documentation. RMTD may verify participant documentation and compliance.
 - Schedule of preventative maintenance completed for key buildings during FY09.
 - Checklists for self-inspections completed on key buildings during FY09.
 - Policies and procedures for "hot work", "impairment testing of fire protection equipment", "pre-fire emergency planning", and "cold weather precautions" in force during FY09.
- 3) Submit blueprints, plans and specifications for renovations or new construction involving or affecting fire suppression systems. RMTD and/or the state's property loss consultants will review materials for system density, design, and other concerns. Property loss management recommendations may be made with reasonable follow-up expected of the participant.
- 4) Submit written response to recommendations contained in Property Loss Management letters issued by RMTD and/or its consultants. Responses must indicate that a reasonable effort to comply with recommendations is made.

Contact Aric Curtiss, RMTD at 444-3486 with any questions or for additional information.

~ Notice of Election ~	
<div style="text-align: center;">_____ hereby elects to participate in RMTD's FY09 (Organization) Property Loss Management Insurance Premium Discount Program.</div> <div style="text-align: center;">Our contact person for this program is _____, (Name) (E-mail)</div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="text-align: center;">_____ (Signature)</div><div style="text-align: center;">_____ (Date)</div></div>	

Termination:

A participant may terminate its participation by providing written notice to the Risk Management & Tort Defense Division. The termination is effective as of the date of the written notice. This election is for FY2009 only. A separate election must be made in each subsequent year.

Each participant will be notified of its eligibility for the discount by July 1, 2009 as indicated below:

☐ **Discount Approved** ☐ **Discount Disapproved**

Comments: _____
